



Job Announcement

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Opening Date:	January 9, 2009	Closing Date:	January 23, 2009
Job Title:	Administrative Assistant III	Position Type:	Temporary Full Time
PIN:	826020	FLSA Status:	Non Exempt
Location:	Maryland Access to Justice Commission Annapolis, Maryland	Salary:	\$15.53 per hour (No State Benefits)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Provide administrative support to the Executive Director, Deputy Director and the Maryland Access to Justice Commission. Schedule meetings, educational and special events. Arrange for meeting space, produce materials, handle registration, arrange for catering, special needs. Field calls from the public and members of the Maryland Bar, especially in regards to pro bono reporting and legal services. Maintain office inventory and order supplies and materials. Work with vendors and consultants to follow up on projects. Prepare correspondence and work product as required. Perform routine clerical duties as assigned such as filing, file organization, data entry, and email correspondence.

Education: High School diploma or GED.

Experience: Three years of experience providing secretarial, clerical, or administrative work involving the use of a personal computer and word processing software.

Note: Associate's Degree may be substituted for 2 years of the required experience, and completion of a legal secretarial or related program may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of general office practices, office equipment, and business English. Ability to understand and implement departmental rules, regulations, procedures and to carry out complex oral and written instructions. Ability to accurately prepare and process a variety of reports, records and documents and to accurately maintain a variety of clerical records including numerical data. Excellent organizational skills. Ability to operate a personal computer and type 35 wpm with no more than 5 errors or 5,000 kph with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, pin, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

(Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.